

Council on Competitive Government



Printing Services

Procedures Guide

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Printing and Copying Services

As it applies to state purchasing, printing is a means of graphic production, or reproduction of paper documents using a printing press or high volume digital printing equipment. Moreover, printing is a service that requires special treatment because there are many options for procuring print and print related services, including fulfillment and mailing services.

Incidental Copying and Copy Centers

Incidental copying is copying and document production within a quantity limits and job specification that does not reasonably require high-volume duplication equipment or services. It is the day-to-day production and copying of documents provided by office copy machines both local and networked printers. State agencies are authorized to provide for their own incidental copying needs.

The needs of some agencies may make it necessary for them to maintain a copy center; which, for the purpose of this document is a centralized location with multiple pieces of printing and reproduction equipment, typically with a dedicated staff assigned to the location and an order fulfillment process to support agency functions.

CCG Approved Print Shops

CCG Approved Print Shops are full-service print shops that have been approved by the CCG to provide print and print-related services to state agencies. Agencies are not authorized to establish full service print shops without the approval of CCG. Currently, there are five CCG Approved Print Shops located at:

- Texas Department of Transportation
- Texas Workforce Commission
- Department of State Health Services
- Texas Department of Public Safety
- University of Texas at Austin

These five shops provide design, digital and traditional offset printing, binding, fulfillment, mailing, and other print related services to state agencies. For more information on the State Approved Print Shop Program please refer to the [CCG Web site](#).

CCG approved print shop responsibilities and procedures are established in an Interagency Contract (IAC) between CCG and the Approved Print Shop. Certain exemptions to the procedures outlined below and other considerations are extended to the approved shops and their hosting agencies to ensure efficient operations. Specific exceptions and considerations are documented in the franchise agreement.

Texas Department of Criminal Justice (TDCJ) Print Shops

Texas Department of Criminal Justice (TDCJ) provides printing services to public entities through three [Texas Correctional Industries \(TCI\) print shops](#). One of the shops focuses on digital printing and bindery services, another on traditional offset printing and bindery services, and the third on adhesive backed products, such as stickers and decals. For more information on the specific services provided by the TCI print shops, please see the [TCI website](#).

For the remainder of this section, the reference to State Print Shops is a reference to both TCI Print Shops and CCG Approved Print Shops.

State Data Center – Printing

Effective Nov. 22, 2006, the Department of Information Resources entered into a contract with IBM to manage Data Center Services (DCS) for 27 participating Texas state agencies.

The Austin Data Center provides the infrastructure for high speed production print output and presort/barcode mail services for participating agencies. The print area can receive preauthorized print job files from DCS customers or third parties via designated file transfer methods, assign and schedule print jobs, and produce high speed print output according to preauthorized specifications.

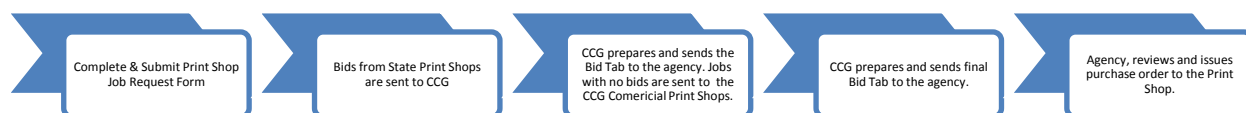
The outbound mail area can then prepare and package print jobs for distribution according to preauthorized specifications. Delivery only (non-mail) jobs are routed to trucks for delivery according to specifications. If the distribution method of the print output is mail service via the US Postal Service, the mail will be picked up by the presort contractor for presort and barcode services and delivery to the USPS.

Although agencies may wish to utilize the procedures outlined below to acquire these services from the State Print Shops, any agency receiving infrastructure services through the DCS contract may opt to leverage this infrastructure without the need to utilize the procedures outlined below.

Supplemental Print Services Contract 966-B1

The CCG approved the addition of supplemental commercial print shops to the State Print Services Program in June 2014. These commercial vendors will be used by CCG if the State Print Shops are not capable of meeting the needs of the agencies.

Procedure for Procuring Print and Print Related Services



Print and print related service procurements exceeding \$1,000 in estimated purchase price must follow the procedures outlined below. It is a violation of this procedure to intentionally divide job requests for the purpose of avoiding these procedures. Agencies are encouraged to establish internal procurement procedures for print and print related service requests for less than \$1,000.

State agencies are encouraged to contact the Texas Procurement and Support Services Division of the Comptroller of Public Accounts, for clarification or other requests.

Agencies may determine best value for their print procurement using the following procedure:

1. Identify Print Job Specifications and Estimate Purchase Price

State agency personnel should determine their print job specifications and estimated purchase price for their print job. Estimates may be received from State Print Shops or other entities directly without utilizing this process, but estimates received will not be considered formal bids for procurement purposes.

Agencies are encouraged to establish internal procedures to aid them in accurately assessing print job specifications and estimated purchase price for print jobs.

If an agency has a recurring job to be completed on a more-or-less regular schedule, it should be considered one job for purposes of this procedure. In establishing their specifications, agencies will need to provide the print schedule for the Fiscal Year and the estimated quantity needed. If they are unsure of the exact schedule, an estimate is appropriate. Estimates should be based on historical information where available to assist the State Print Shops in their bid efforts.

2. Submit a Print Shop Bid Request Form

To submit specifications to the State Print Shops for bid, agency personnel must complete the Print Shop Job Request Form located on the CCG Website at <https://www.window.state.tx.us/ccg/>. Once completed, click on the submit button on the bottom of the form, and the form will be routed to the contacts at each of the State Print Shops. Once submitted, the person completing the form will need to print or save a copy of the results page for their records.

The Print Shop Job Request Form provides the agency with an opportunity to enter the “Project Due Date”, the “Estimate needed by”, and the “Time needed by” fields for their job. State Print Shops that are able to perform the work and respond to the request will reply to CCG by the date and time provided on the form. If no date or time is provided, agencies should expect that State Print Shops will provide responses within 36 hours of submission of the Print Shop Job Request Form.

CCG will receive all bids and compile a Bid Tab for the job, then email the Bid Tab with all of the bids to the requesting agency. Generally, this Bid Tab will be emailed within 24 hours of receipt of bids by CCG (excluding weekends and holidays). If CCG sends job pricing requests to commercial vendors, because of “no bids” by State Print Shops, this will add more days to the final Bid Tab delivery.

If after submitting the Print Shop Job Request Form online, you have updates or additional information and need to contact ALL of the print shops, you must send an email to state.print.shops@cpa.state.tx.us referencing the Job Number that was generated by the job request form submission.

If you simply need to contact a single shop, please contact that shop directly utilizing the information available on the [Print Shop Locations and Contacts](#) page.

3. Evaluate Bids Received by CCG and Award Job – State Print Shops

Upon receipt of bid responses from CCG, agency personnel must perform an analysis of the bids received for documentation in the procurement file. If agency personnel determine that best value would be achieved through a State or Commercial Print Shop, they must submit their procurement documentation to the agency's certified procurement officer or delegated procurement authority for review and approval prior to procuring the services from the appropriate print shop.

Upon completion of the print job, the State Print Shop will provide a detailed invoice for each job and will bill the agency using an Interagency Transaction Voucher (ITV). Agencies may use whatever internal accounting and procurement procedures are appropriate to expedite prompt payment to the State Print Shop. A State or Commercial Print Shop provide CO-OP Members with their invoicing and payment requirement within their Bid Response to the CO-OP Member.

If the agency does not use the CCG recommended vendor, then the agency must document their procurement file with the ["Best Value"](#) reasons and email a copy of this documentation to CCG. Agency personnel must work closely with their agency's certified procurement officer or delegated procurement authority to be certain that they adequately document this process, clearly outlining what evaluation criteria were used in establishing best value.

4. Competitive Bid/Open Market Procurement

If CCG receives no responsive bids from any State or Commercial Shops, or after the results of the bid evaluation performed in Step 3, are determined to not meet your needs, then the agency may perform a Competitive Bid/Open Market Purchase.

Agencies should note that procurements above \$25,000 must be sent to TPASS for review and possible delegation; those above \$100,000 must obtain Contract Advisory Team Review and Delegation (CAT-RAD) review.

When assessing bid responses for their Competitive Bid/Open Market Purchase, agencies must provide TCI a final opportunity to negotiate on price, if they submitted a response in Step 3. If TCI provides a final price in response to the agency request AND the agency wishes to make an alternate selection, the

agency must submit to the TPASS Procurement Manager electronic copies of the bid tabulation and responses from the solicitation process for certification prior to award. Agencies should be aware that state statute requires agencies to utilize TCI if they can provide the requested service, and if they submit the lowest price in a best and final request.